Deceased Employee

	PA40

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/16/06	Lesa Terry	Initial Draft

State of Washington HRMS

File name:
DECEASED_EMPLOYEE.DOC
Reference Number: 1

Version: SME Approved Script
Last Modified: 12/19/2008 9:35:00 AM

SAP Parent
Page 1 / 28

Purpose

Use this procedure to process payments for a deceased employee.

Trigger

Perform this procedure when you have received a death certificate for an employee.

Prerequisites

The death date is known.

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

Transaction Code

PA40

Helpful Hints

- Related links: Office of Financial Management (OFM) Payroll Resources (#8 on page) http://www.ofm.wa.gov/resources/payroll.asp and Policy 25.70 Payment Methods http://www.ofm.wa.gov/policy/25.70.htm

- The ***Personnel Administration Processor***, the ***Payroll Processor,*** the ***Benefits Processor,*** and the ***Time and Attendance Processor*** will use this procedure to separate an employee from their current position, terminate an employee's retirement benefits, compensate them for unused leave, delimit their personal holiday, and delete any time/compensation entries past the date of death. Each person will only see the screens allowed by their security level.

- If the employee has multiple concurrent positions they will need to be separated from each position.

State of Washington HRMS

File name: DECEASED_EMPLOYEE.DOC **Reference Number:** 1 | **Version:** SME Approved Script **Last Modified:** 12/19/2008 9:35:00 AM | SAP Parent Page 2 / 28

- ***Personnel Administration Processor*** tasks:

  - Perform the separation action

- ***Payroll Processor*** tasks**:**

  - Delimit recurring payments

  - Delimit bond purchases

  - Compensate for unused leave

    - Questions to think about:

      - Is the employee entitled to an accrual?

      - Has leave been taken for the pay period?

    - Have the Time and Attendance Processor delete any time/compensation entries in CATS that were entered past the date of death.

    - PT50 and ZCAT6 should be run on the employee to make sure the employee has the correct leave balance.

  - [Correct leave buyout codes reported to DRS](#)

    HRMS only sends status codes *A* and *B* to DRS. Annual leave buyouts should be reported as status codes *N* for non-retirees or *T* (up to 240 hours) for retirees. Excess vacation leave cash buyouts for retirees should be reported using status code *U*. After the information is sent to DRS, you will have to go to [DRS Web-based Services](#) to logon, create and submit a report via the Web-Based Employer Transmittal (WBET) application. Change the status code on the leave buyouts to *N, T* or *U*. For more information on this process, see [Correct Leave Buyout Reporting To DRS](#).

- ***Benefits Processor*** tasks:

  - Delimit savings and miscellaneous plans.

- ***Time and Attendance Processor*** tasks:

  - Delete any time/compensation entries in CATS that were entered past the date of death.

  - Delete any entries past the death date from infotypes such as *Employee Remuneration Info* (2010) or *Absences* (2001).

- ***General Usage***:

  - The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: ⊗ Make an entry in all required fields. **Action**: Fix the problem(s) and then click ✓ (Enter) to proceed.

State of Washington HRMS

File name:
DECEASED_EMPLOYEE.DOC
Reference Number: 1

Version: SME Approved Script
Last Modified: 12/19/2008 9:35:00 AM

SAP Parent
Page 3 / 28

Message Type	Description
Warning ⚠	**Example**: ⚠ Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click ✅ (Enter) to proceed.
Confirmation ℹ or ✅	**Example**: ✅ Save your entries. **Action**: Perform the required action to proceed.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 4 / 28
Reference Number: 1		

+Procedure

1. Start the transaction using the above menu path or transaction code **PA40**.

Personnel Actions

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number.
		Example: 20000549

3. Click ![icon] (Enter) to validate the information.

4. Perform one of the following:
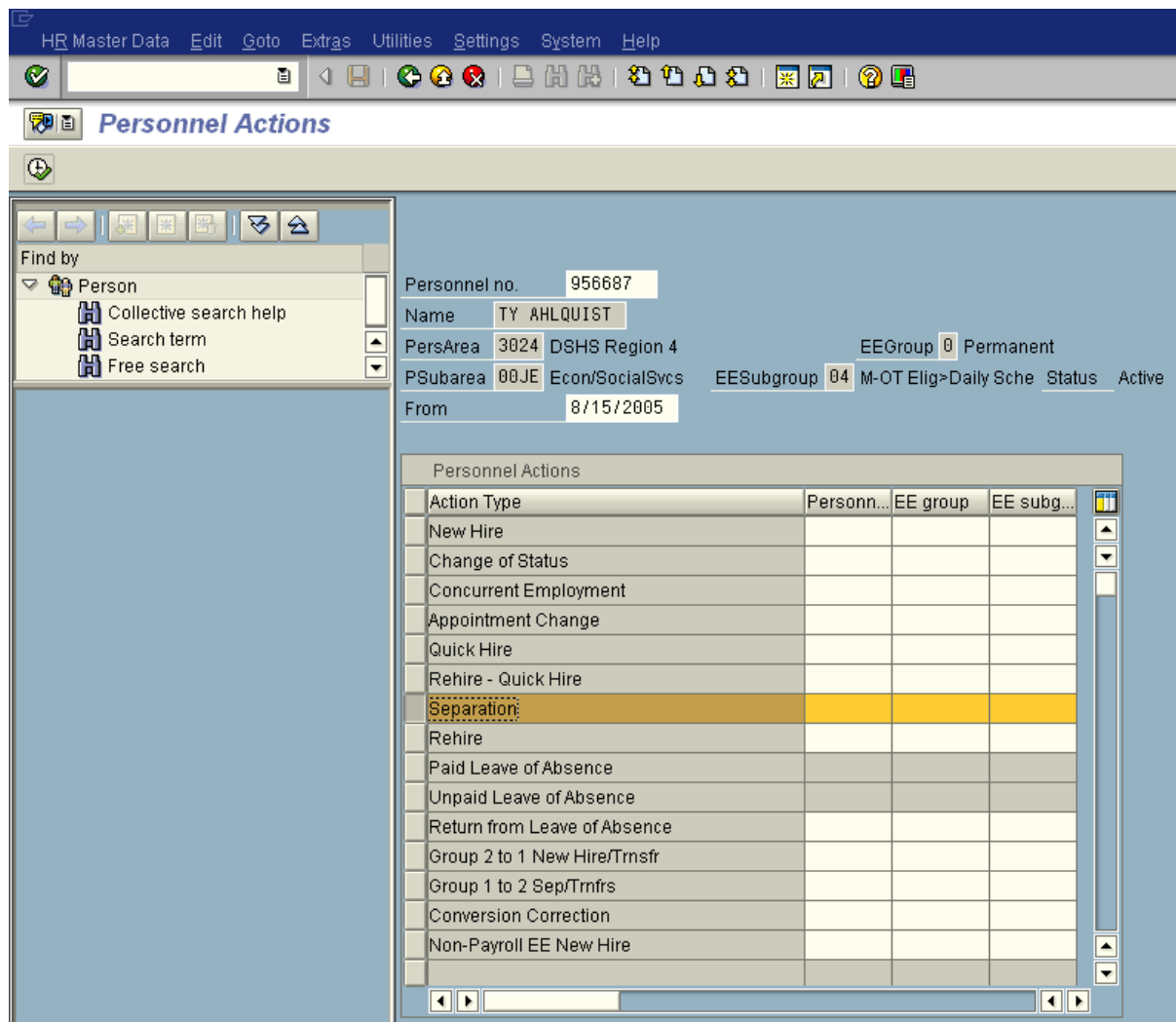
If	Go To
You are the ***Personnel Administration Processor***	Step 5
You are the ***Payroll Processor***	Step 16
You are the ***Benefits Processor***	Step 43
You are the ***Time and Attendance Processor***	Step 52

5. Complete the following fields:

Field Name	R/O/C	Description
From	R	The start date for the action. The date for the separation action will be the day after the date entered here. **Example:** The employee's date of death is 8/15/2005. Enter 8/16/2005 in the **From** field.

6. Click ✅ (Enter) to validate the information.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 6 / 28
Reference Number: 1		

Personnel Actions

7. Click the gray box to the left of Separation .

8. Click (Execute) to begin the separation action.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 7 / 28
Reference Number: 1		

Copy Actions

Copy Actions (0000)

		⟳ Execute info group	✎ Change info group

Pers.No.   956687
Name   TY AHLQUIST
PersArea   3024 DSHS Region 4   EEGroup 0 Permanent
PSubarea 00JE Econ/SocialSvcs   EESubgroup 04 M-OT Elig>Daily Sche Status   Active
Start   08/16/2005 ⊡ to   12/31/9999

Personnel action

Action Type   Separation   🗐

Reason for Action   ☑

Status

Employment   Withdrawn   🗐

Organizational assignment

Position   99999999   Kimiko Kuei

Personnel area   3024   DSHS Region 4

Employee group   0   Permanent

Employee subgroup   04   M-OT Elig>Daily Sche

Additional actions

Start Date	Act.	Action type	ActR	Reason for acti	

9.   In the **Reason for Action** field, click ⊡ (Matchcode) to open the selection list.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 8 / 28
Reference Number: 1		

Reason for Action

Reason for Action (1) 35 Entries Found		

Restrictions

Action Type: U5
Name of action type: Separation

Ac...	Name of reason for action
01	Abandonment of Position
02	Career Seasonal Layoff 3-9 Mon
03	Career Seasonal Layoff 9 + Mon
04	Death
05	Disability Separation-Voluntar
06	Disability Separation-Invol.
07	Dismissal
08	Emergency Apptmt Separation
09	Erroneous Apptmt/Certification
10	Exempt Separation
11	Failed to Comply W/Union Shop
12	FMLA New Born Child Care
13	Formal Union Layoff
14	Intermittent Separation
15	Moving from Vicinity
16	Non-Disciplinary Separation
17	Not Meeting Condition of Emplo
18	Probationary Separation
19	Project Apptmt Separation
20	Resign - Illness
21	Resign - Other
22	Resign With RIF Rights
23	Retirement
24	Retirement With RIF Rights
25	Reversion Out to Register

35 Entries Found

10. Click the appropriate reason to select (04 Death).

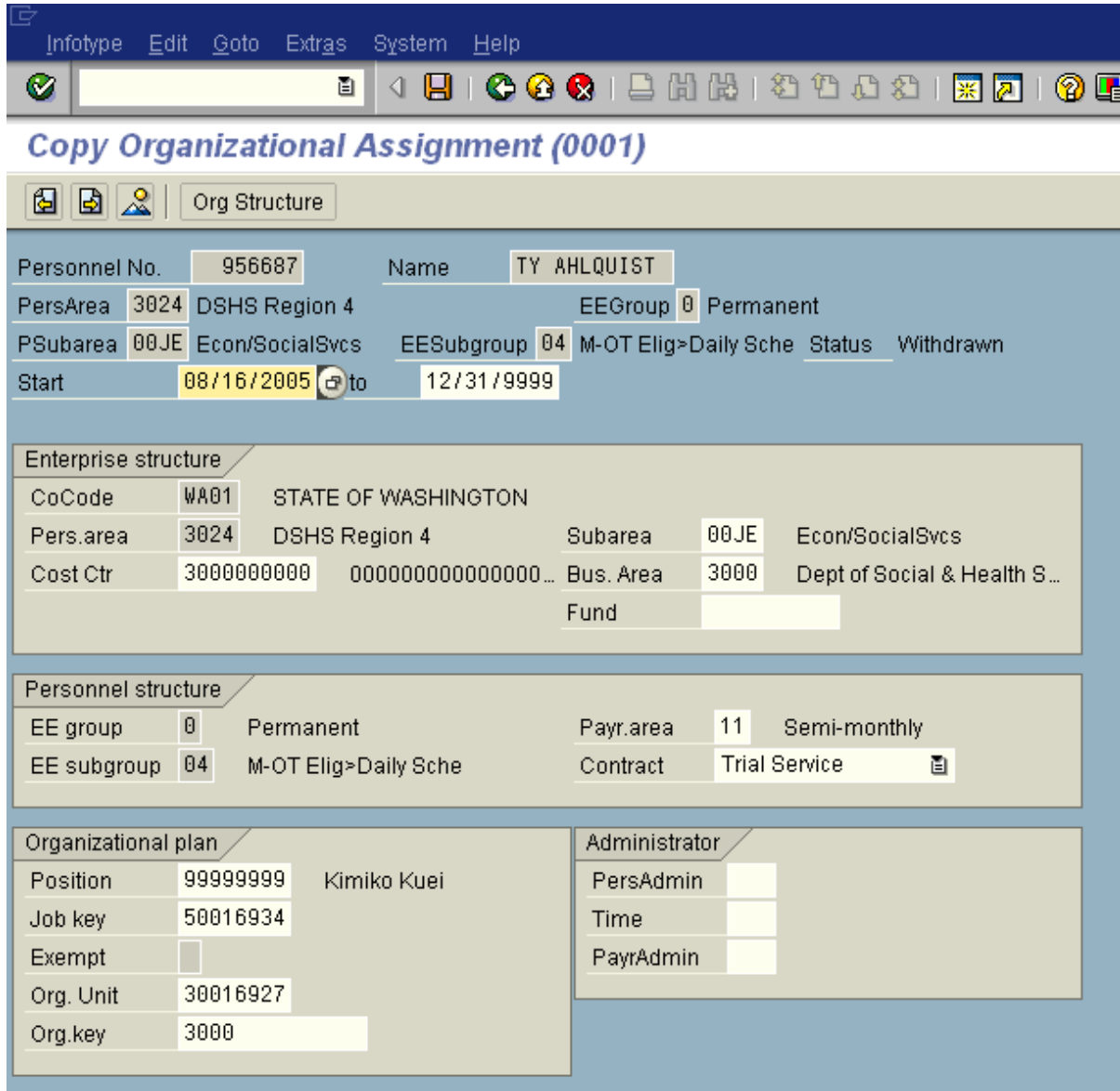**11.** Click ✓ (Copy) to accept.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
DECEASED_EMPLOYEE.DOC   **Last Modified:** 12/19/2008 9:35:00 AM   Page 9 / 28
Reference Number: 1

12. Click ![Enter icon] (Enter) to validate the information.

13. Click ![Save icon] (Save) to save.

![Info icon] If a **Create Vacancy** screen or **Delimit Vacancy** displays. Click ![Yes button] to proceed.

Copy Organizational Assignment

Infotype	Edit	Goto	Extras	System	Help

Copy Organizational Assignment (0001)

![Toolbar icons] Org Structure

Personnel No.	956687	Name	TY AHLQUIST
PersArea	3024 DSHS Region 4		EEGroup 0 Permanent
PSubarea	00JE Econ/SocialSvcs	EESubgroup 04 M-OT Elig>Daily Sche	Status Withdrawn
Start	08/16/2005 to	12/31/9999	

Enterprise structure

CoCode	WA01	STATE OF WASHINGTON		
Pers.area	3024	DSHS Region 4	Subarea	00JE	Econ/SocialSvcs
Cost Ctr	3000000000	000000000000000... Bus. Area	3000	Dept of Social & Health S...
			Fund	

Personnel structure

EE group	0	Permanent	Payr.area	11	Semi-monthly
EE subgroup	04	M-OT Elig>Daily Sche	Contract	Trial Service

Organizational plan

Position	99999999 Kimiko Kuei
Job key	50016934
Exempt	
Org. Unit	30016927
Org.key	3000

Administrator

PersAdmin	
Time	
PayrAdmin	

File name:
DECEASED_EMPLOYEE.DOC
Reference Number: 1
Version: SME Approved Script
Last Modified: 12/19/2008 9:35:00 AM
SAP Parent
Page 10 / 28

14. Click ✅ (Enter) to validate the information.
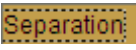
15. Click 💾 (Save) to save.

⚠️ For the ***Personnel Administration Processor***, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the ***Payroll Processor*** who will complete the next steps.

ℹ️ The ***Payroll Processor*** will need to verify and correct quota balances before starting their portion of the separation action.

The ***Payroll Processor*** will complete the following steps:

16. Click the gray box to the left of `Separation` .

17. Click 🕓 (Execute) to begin the separation action.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 11 / 28
Reference Number: 1		

Copy Actions

Copy Actions (0000)

Pers.No.	956687	
Name	TY AHLQUIST	
PersArea	3024 DSHS Region 4	EEGroup 0 Permanent
PSubarea	00JE Econ/SocialSvcs	EESubgroup 04 M-OT Elig>Daily Sche Status Active
Start	08/16/2005 to 12/31/9999	

Personnel action

Action Type	Separation
Reason for Action	☑

Status

Employment	Withdrawn

Organizational assignment

Position	99999999	Kimiko Kuei
Personnel area	3024	DSHS Region 4
Employee group	0	Permanent
Employee subgroup	04	M-OT Elig>Daily Sche

Additional actions

Start Date	Act.	Action type	ActR	Reason for acti

18. Click ⏱ Execute info group .

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 12 / 28
Reference Number: 1		

19. An information pop up box will appear informing you that "This entry will delete a record." Click ✅ (Enter) to continue.
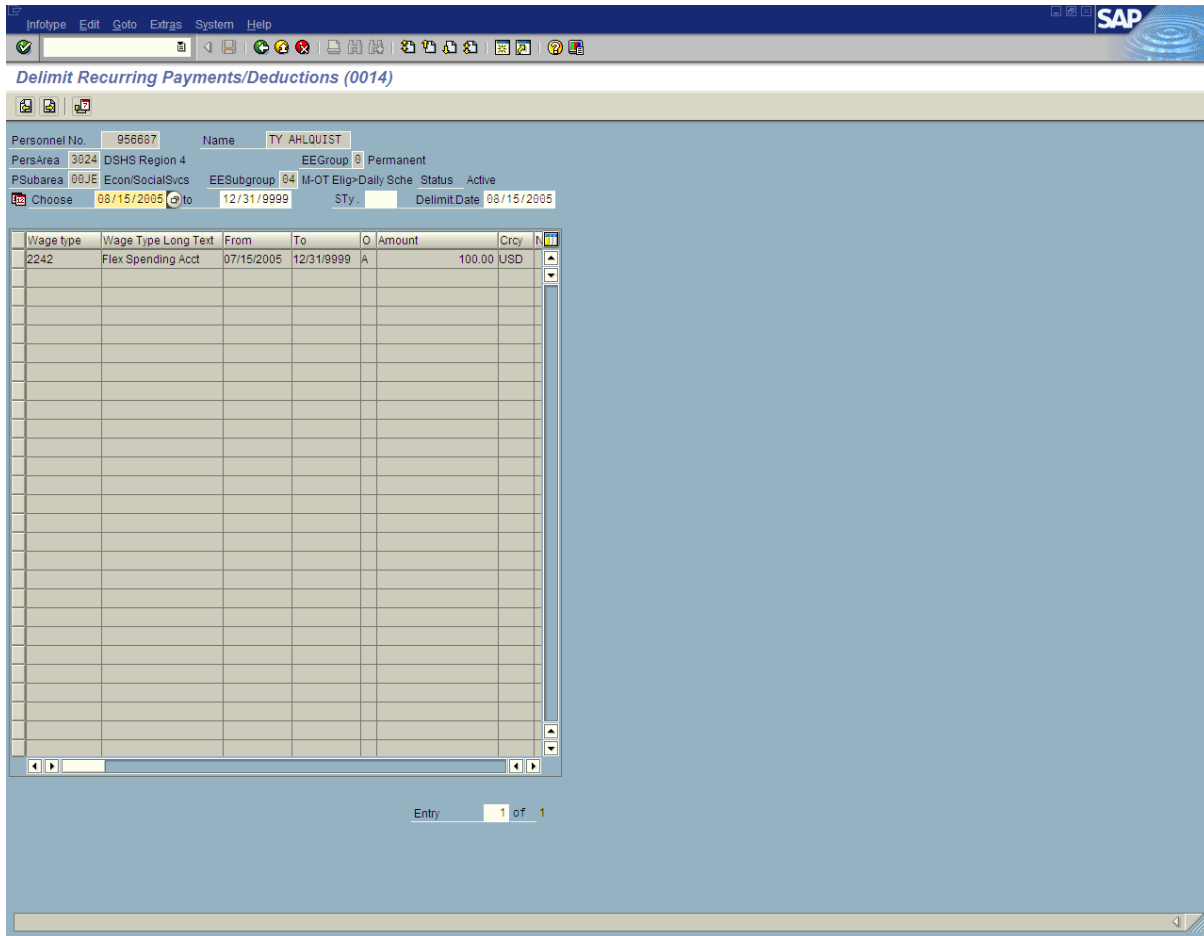
20. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function! Click ✅ Continue.

🛈 The ***Personnel Processor*** has already saved this infotype so it is ok to continue.

21. Click 📄 (Next Record) until you reach Delimit Recurring Payments/Deductions.

Delimit Recurring Payments/Deductions

22. Click the gray box to the left of the payment or deduction to delimit. If there are multiple payments or deduction to delimit, they may all be selected at this time and this will delimit everything in one step.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 13 / 28
Reference Number: 1		

23. Click [icon] (Delimit) to assign the delimitation date to the record(s).

Delimit Bond Purchases

24. As required, complete/review the following field:

Field Name	R/O/C	Description
Delimit. Date	R	The date when the action should end; ❌ You will need to verify if the employee had enough money taken out to purchase the final bond. If there is a residual, this will need to be refunded to the employee. Create a one time payment to the employee using Additional Payments (0015) infotype and selecting Wage type 4116 Refund amt – Bond.

25. Click the gray box to the left of the record to delimit.

26. Click (Delimit) to assign the delimitation date to the record.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
DECEASED_EMPLOYEE.DOC   **Last Modified:** 12/19/2008 9:35:00 AM   Page 15 / 28
Reference Number: 1

Subtypes for infotype "Time Quota Compensation"

ESG	PSG	Comp.meth.	Description
2	10	1000	Free compensation
2	10	1001	Vacation Payout
2	10	1002	Sick time payout
2	10	1003	Personal Time Off payout
2	10	1004	Floating Holiday payout
2	10	1005	Overtime Comp Time Payout
2	10	9001	Sick Leave Buyout - Tax
2	10	9002	Sick Leave Buyout -No Tax
2	10	9003	Annl Leave Buyout-Ret
2	10	9004	Annl Leave Buyout -No Ret
2	10	9006	Comp Time Buyout
2	10	9007	Sick Leave Buyout - VEBA
2	10	9008	Comp Time Buyout-No Ret
2	10	9009	Holiday Credit Buyout WSP
2	10	9010	Settl Lv Buyout WSP-NoRet
2	10	9011	Settl Lv Buyout WSP-Ret
2	10	9012	Hol. Cr. Buyout WSP-NoRet
2	10	9999	YTD Sick Lv Taken - Conv

18 Entries Found

27. Click the appropriate compensation method to select.

⚠️ Before processing the buy-out for the employee, verify all leave was entered and hours worked in CATS. Run the ZCAT6 transaction to update HRMS. If the employee did not receive their accruals and is entitled, create a Quota Correction for the employee.

28. Click ✔ (Copy) to accept.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
DECEASED_EMPLOYEE.DOC   **Last Modified:** 12/19/2008 9:35:00 AM   Page 16 / 28
Reference Number: 1

Create Time Quota Compensation

29. Click the gray box to the left of the quota to compensate.

Verify the start date is the actual date of the death.

30. In the **No. to compensate** box, enter the number of hours to compensate for the leave type chosen.

31. On the toolbar, click ![Compensate] to process the compensation.

32. Click ![Enter icon] (Enter) to validate the information.

File name:
DECEASED_EMPLOYEE.DOC
Reference Number: 1
Version: SME Approved Script
Last Modified: 12/19/2008 9:35:00 AM
SAP Parent
Page 17 / 28

33. Click ![Save icon] (Save) to save.

> ![Info icon] You can only buyout one type of quota during the PA40 action. If an employee has additional quota balances to buy out, you will do this at the end of the PA40 action.

> ![Warning icon] This completes the payroll portion of the PA40 action. There following infotypes will be updated using PA30 Maintain HR Master Data.

34. Click ![Back icon] (Back) to return to the PA40 Actions screen. Type /nPA30 into the command field.

35. Click ![Enter icon] (Enter) to validate the information.

36. Click the **Payroll** tab.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 18 / 28
Reference Number: 1		

Maintain HR Master Data

37. Click the gray box to the left of Payroll Status .

38. Click 🖉 (Change) to change the record.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
DECEASED_EMPLOYEE.DOC   **Last Modified:** 12/19/2008 9:35:00 AM   Page 19 / 28
Reference Number: 1

Change Payroll Status

39. Complete the following field:

Field Name	R/O/C	Description
Run payroll up to	R	The date of the last payroll for the deceased employee.
		Example: 9/26/2005

40. Click ![Enter] (Enter) to validate the information.
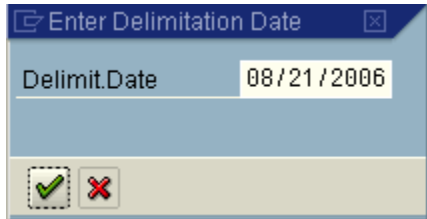
41. Click ![Save] (Save) to save.

42. Click the gray box to the left of **Bank Details** .

⚠️ If the employee's paycheck is automatically deposited (ACH) with their financial institution, their *Bank Details* (0009) infotype needs to be delimited. This will cause a warrant to be printed for the final payment. If the employee already receives a warrant skip ahead to step 47.

43. Click 📅 (Delimit) to assign an end date to the Bank Details (0009) infotype.

Enter Delimitation Date

Enter Delimitation Date	⊠
Delimit.Date	08/21/2006

✓ ✗

44. Enter the date of death for the employee plus one day.

ℹ️ For example, the employee's date of death is 8/20/2006, enter the delimit date of 8/21/2006.

45. Click ✓ (Continue) to continue.

46. Click 💾 (Save) to save.

⚠️ When an employee dies, their wages are subject to social security and Medicare taxes. The following will make the deceased employee exempt from Federal withholdings.

47. Click the gray box to the left of Withholding Info W4/W5 US .

48. Click 📋 (Copy) to copy and continue

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 21 / 28
Reference Number: 1		

Change Withholding Info W4/W5 US

49. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date of the record. ℹ️ Enter the first day of the current pay period. This will be either the 1st or 16th. **Example**: The employee died on March 20. Enter March 16 as the start date.
To	R	The end date of the record. ℹ️ Enter the date of death for the employee.

50. Click in the **Tax Exempt Indicator** field and the click 🔲 (Matchcode) to open the selection list.

Tax exemption indicator

Tax exemption indicator (1) 4 Entries Found	
Tax Exempt Indica...	**Short text**
Y	Exempt, not reportable
R	Exempt, reportable
X	Exempt, partly reportable
	Not exempt

4 Entries Found

51. Click on **Y** to select and click ✔ (Continue) to continue.

> Using **Tax Exempt indicator** *Y* will make the wages exempt from taxation and not reportable to the IRS.
> Using **Tax Exempt indicator** *R* will make the wages exempt from taxation and earnings are reported to the IRS.

52. Click ✅ (Enter) to validate the information.

53. Click 🖫 (Save) to save.

State of Washington HRMS

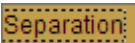| **File name:**	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 23 / 28
Reference Number: 1		

If payment is made in the year after the date of death, will need to establish the Fed Sub type excluding the OASI and Medicare from EE and ER.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
DECEASED_EMPLOYEE.DOC   **Last Modified:** 12/19/2008 9:35:00 AM   Page 24 / 28
Reference Number: 1

For the ***Payroll Processor***, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the person who sets up employee benefits in HRMS (Retirement). This role is the ***Benefits Processor.*** This could be the ***Payroll Processor, Personnel Processor that also the role of Benefits Processor*** who will complete the next steps.

The ***Benefits Processor*** will complete the following steps using the PA40 transaction code:

54. Click the gray box to the left of Separation .

55. Click (Execute) to begin the separation action.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 25 / 28
Reference Number: 1		

Copy Actions

Infotype   Edit   Goto   Extras   System   Help

Copy Actions (0000)

Execute info group   Change info group

Pers.No.	956687
Name	TY AHLQUIST
PersArea	3024 DSHS Region 4 EEGroup 0 Permanent
PSubarea	00JE Econ/SocialSvcs EESubgroup 04 M-OT Elig>Daily Sche Status Active
Start	08/16/2005 to 12/31/9999

Personnel action

Action Type	Separation
Reason for Action	

Status

Employment	Withdrawn

Organizational assignment

Position	99999999	Kimiko Kuei
Personnel area	3024	DSHS Region 4
Employee group	0	Permanent
Employee subgroup	04	M-OT Elig>Daily Sche

Additional actions

Start Date	Act.	Action type	ActR	Reason for acti

56. Click ⊕ Execute info group .

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 26 / 28
Reference Number: 1		

57. An information pop up box will appear informing you that "This entry will delete a record." Click ✔ (Enter) to continue.
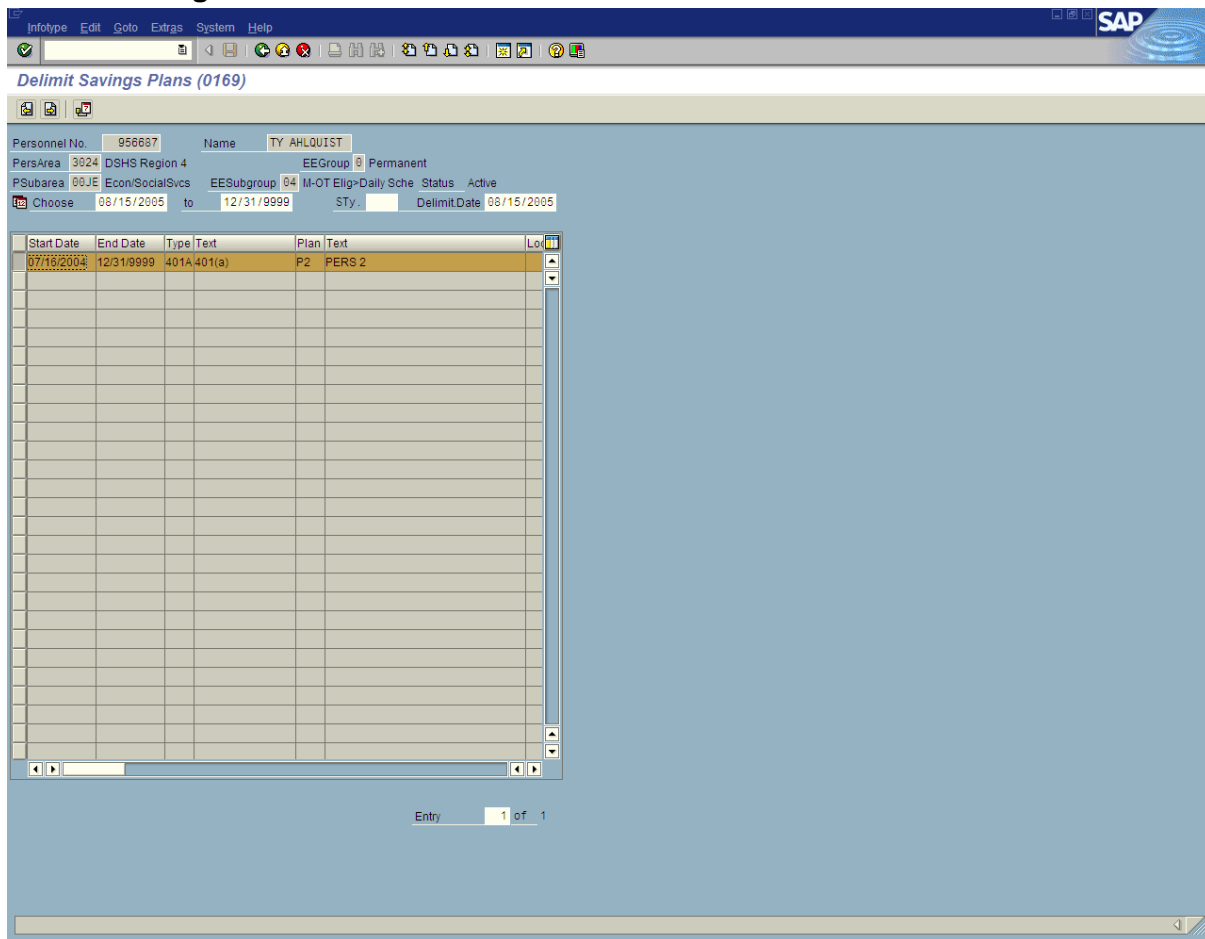
58. An Execute info group pop up box will appear informing you that "Warning: Personnel action infotype not saved with 'execute info group' function! Click ✔ Continue .

🛈 The Personnel Processor has already saved this infotype so it is ok to continue.

59. Click 🔜 (Next Record) until you reach Delimit Savings Plans.

Delimit Savings Plans

60. Complete the following fields:

Field Name	R/O/C	Description
Delimit Date	R	The Delimit Date. Savings should have an end date of the last day of the period therefore the delimit date will always be either the 16th or the 1st.

61. Click the gray box to the left of the plan(s) to delimit. If there is other savings plans (i.e. deferred compensation) select all plans and this will delimit everything in one step.

62. Click (Delimit) to complete the transaction.

Health Insurance will need to be terminated in the PAY1 system. Use the A.41 screen and enter a '*N*' in the **ELIG CODE** field and in the **ELIG EFF DATE** field enter **the last day of the month** in which the employee last had eight hours of pay status. Press F10 to update.

PAY1 will update HRMS with the delimit date.

For the ***Benefits Processor***, this marks the end of the Separation action. After saving, end the transaction and transfer the information to the ***Time and Attendance Processor*** who will complete the next steps.

- The ***Time and Attendance Processor*** will complete the following steps:

63. If time/compensation entries were made in advance into infotypes such as *Employee Remuneration Info* (2010) or *Absences* (2001) these records should be deleted.

64. If time/compensation entries were made in advance in CATS for this employee, go to CATS (**/nCAT2**) and delete any entries past the death date.

65. You have completed this transaction.

Result

You have successfully separated a deceased employee, terminated any recurring payments, delimited their retirement benefits, compensated them for unused leave, and deleted any time/compensation entries past the death date.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
DECEASED_EMPLOYEE.DOC	**Last Modified:** 12/19/2008 9:35:00 AM	Page 28 / 28
Reference Number: 1		